**POSITION ANNOUCEMENT**
**TENNESSEE DEPARTMENT OF HEALTH**
**IT Manager Sr.**
**Information Technology Services Division**

The Mission of the Tennessee Department of Health (TDH) is:  Protect, promote and improve the health and prosperity of people in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

**Job Responsibilities:**

The Sr. Manager position reports directly to the Director of the Project Management Office (PMO) in the Information Technology Services Division (ITSD).

- Responsible for managing a team of Business Analysts that write and prepare business requirements documents (BRD) needed for software development, quality testing and application support.  This team also works closely with the Project Managers to identify and resolve project issues, create new Information Systems Plan projects using Planview and updates projects in development using SharePoint.
- Responsible for reviewing the BRD's produced by the Business Analysts team and that the team collaborates with the development and release management teams.
- Responsible for coaching staff and completing performance evaluations for direct reporting staff.
- Builds and maintains strong relationships with Department of Health Leadership/project sponsors, product owners, technical team leads, technical and non-technical teams.

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in computer information systems, computer technology, and five years of professional level experience in information technology.  Two of the five years must include supervisory experience.

Substitution of the Specific Associate's Degree for the Required Bachelor's Degree:

Graduation from an accredited college or university with an associate's degree in computer information systems, computer technology, and seven years of professional level experience in information technology.  Two of the seven years must include supervisory experience.

**The ideal candidate would have in addition to the minimum qualifications:**
- Strong understanding of software development and quality testing
- Strong interpersonal skills
- Strong  leadership and communication skills
- Agile/Scrum project experience

- Technically competent with various software programs, such as: Project, Word, Excel, Visio and Power Point
- Minimum of 3-4 years of programming experience is a plus
- Experience in creating an effective team environment, building strong relationships, negotiation, solving problems and issues, resolving conflicts, managing resources in a matrix environment, communicating and influencing effectively at all levels of an organization required.

**This is an executive service position reporting to the Director of the PMO.  Interested applicants should send a resume to Carole Sumner ([Carole.Sumner@TN.gov](mailto:Carole.Sumner@TN.gov)).  Please note that a background check will be used as part of our hiring process.  The State of Tennessee is an equal opportunity, equal access, affirmative action employer.**